

## Family Deployment Preparation Checklist

The following list is designed to be used in concert with the family readiness handbook to fully prepare a family for a pending deployment. It is not all encompassing so we have left blanks at the end for each family to add additional checks in order to accommodate their specific needs.

<b>Finance</b>	
Family establishes a joint bank checking account with direct deposit for spouse.	
Discuss how to pay:	
Rent or mortgage	
Car payment(s)	
Automobile Insurance	
Electricity	
Natural Gas	
Water	
Cable	
Internet	
Child Care	
School Tuition (if applicable)	
Credit Cards (Visa, Master Card, Home Depot etc.)	
Property Taxes	
Vehicle Registration	
Savings Account commitment	
How to look up sponsor's LES on My Pay	
How to read sponsor's LES	
<b>Official Document Storage</b>	
Three copies of an up-to-date power of attorney	
Birth Certificate for your sponsor	
Birth Certificate for yourself	
Birth Certificate(s) for your children	
Marriage Certificate	
Up-to-date passports	
Divorce decree (if applicable)	
Immigration documents (if applicable)	
Adoption papers (if applicable)	
State and Federal tax returns	
Life Insurance policies	
Automobile insurance policy	
Fire/Homeowner/Renter's Insurance	
Other Insurance	
U.S. Savings Bonds, Stocks, Securities, Deeds, or Mortgages	
Car Registration	

Car Title	
School Registration Forms	
Shot Records	
Sponsor's Will	
Spouse's Will	
Copy of sponsor's drivers license	
Copy of sponsor's ID card	
Copy of sponsor's motorcycle safety card (if applicable)	
Weapons registration (if applicable)	
Housing maintenance authorization	
<b>Transportation</b>	
Spouse and applicable family members licensed on automobile	
Spouse and applicable family members insured on automobile	
Vehicle(s) in good running condition	
Spouse has two sets of keys for every vehicle	
Spouse knows where to go for automobile repair	
Spouse knows how to file for insurance claim and repair vehicle that has been in an accident	
Spouse knows where to go for routine maintenance (oil change, service)	
Spouse knows where to go for routine damage (flat tire)	
Spouse knows how to request assistance if keys are locked in car	
<b>Know your home</b>	
Location of circuit breaker box	
Water shut off valve	
Gas control valve	
Name and phone number of an electrician	
Name and phone number of a plumber	
Name and phone number of your landlord or housing office	
Location of warranties for household appliances	
Two sets of keys to the house	
Yard care plan (lawn mowing, maintenance, watering)	
<b>Pet Care</b>	
Name and phone number of pet's veterinarian	
Name and phone number of kennel	
Shot records	
Registration on Fort Hood	

<b>Weapons</b>	
Location of all weapons	
All weapons stored in a locked cabinet	
Ammunition stored in a separate location	
<b>Miscellaneous</b>	